



## JOB DESCRIPTION

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<b>Job Title</b>	Assistant Curator, Film
<b>Location</b>	IWM London
<b>Department</b>	Media Sales & Licensing
<b>Directorate</b>	Commercial Services & Operations
<b>Reports to</b>	Curator
<b>Salary</b>	Circa £27,030 per annum
<b>Duration</b>	12 months fixed term contract
<b>Normal Working Hours</b>	36 hours net per week
<b>Contract</b>	IWM Trading Company, Grade 7

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We are one of the world's leading authorities on conflict and its impact on people's lives – from 1914 through to the present day and beyond. Our collections are filled with personal stories and experiences, inspiring powerful and often conflicting emotions. We aim to share these stories with as many audiences as possible across the world in a way that engages and challenges them, increasing understanding of why we go to war and the effect that conflict has on people's lives. In other words, we expect our stories to change the way people think about war.

We rely on our staff to help us achieve this aspiration. You should be able to demonstrate the skills and competencies set out below, but equally we are looking for people who believe in what we do and who we are, and can treat every colleague, customer or visitor with respect, courtesy and honesty. We expect our staff to work flexibly and with enthusiasm. These are the qualities that make IWM such an extraordinary place to work.

### **Media Sales & Licensing**

Many of the materials from the IWM's unique collections are available to purchase and license for use in commercial projects and for private non-commercial use. High resolution images, audio files and archive footage is accessible for creative professionals all over the world and used in many different ways; from book covers to documentary films and museum displays. In order to grow revenue for the museum, we have ambitious plans to develop the archive licensing business, optimising the customer experience, increasing the breadth of access to our online collection and building new revenue opportunities. These collections include the film collection and a small team of Film Curators sit within Media Sales & Licensing and deal with all requests for the access and licensing of film as well as tasks related to the management, development and documentation of the film collection.

### **Purpose of the job**

The post holder will be working as part of the Film Curator team within Media Sales & Licensing with primary responsibility for access, supply and licensing of the film collection material to non-commercial and cultural industry users

The post holder will be required to advise on the content and context of the film collection and to generate revenue by the supply and licensing of film as well as supporting the wider commercial offer of Media Sales & Licensing including specific key functions and/or projects. The post holder will also be required to support

the development and documentation of the film collection, public programmes and research and the work of other teams and departments.

## **Key duties**

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

**In addition**, your duties will include:

## **Key Responsibilities**

- To facilitate access, supply and licensing of film collections material, including advice on collections content and context, copyright, licence fee negotiations and liaison with third party rights holders.
- To develop an expertise in the needs of non-commercial and cultural industry users and an ability to think creatively around income generation, contributing to the department's business plan with its associated income target.
- To support access to the film collection by IWM internal users including public programming, exhibitions, content marketing and commercial products, to help IWM to share stories and reach new audiences and markets.
- To actively seek out and engage with business development opportunities by establishing relationships, following sales leads, involvement in marketing activities and events and using acquired knowledge to select film clips for themed packages to be used for marketing, third party sales and other uses.
- To help researchers to access film collection material by advising on the use of finding aids, content, context and provenance, preservation priorities and the availability of material.
- To develop subject and collection knowledge to assist users of the film collection and to support the collection's development and usage, including the development of commercial projects, public programmes, web content, acquisitions, disposals and Collections Review
- To advise on copyright in relation to the film collection and undertake relevant procedures to confirm copyright to enable commercial use of material.
- To gain an understanding of the licensing of other IWM Collections materials and support the wider commercial offer of Media Sales & Licensing.
- To actively participate in team meetings, business planning and events, working across departments effectively and, where appropriate, with volunteers.

- To support selective digitisation and documentation projects, including the creation or enhancement of database records as required.
- To represent and promote the Media Sales & Licensing offer, the film collection and the museum.
- To be responsible for input, management and reporting of customer data including ensuring that all data protection procedures are effectively followed.
- To support the Narrative and Curatorial teams in delivery of museum programmes, working with other teams across IWM.
- To document material at both collection and item level to standards set down in IWM's Entry and Acquisition & Accessioning policies and procedures, using the Adlib CCMS.
- To develop research skills through outputs such as web resources, fact-checking, possible peer reviewed articles, or similar activities with a view to contribution to IWM's Research programme in the longer term.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## Person Specification: Assistant Curator, Film

	Essential criteria	How this will be assessed
1	Understanding of IWM and its purpose	Application Form & Interview
2	Degree in History or other relevant subject	Application Form
3	Demonstrable knowledge of C20 & early C21 British History and visual culture and its international context	Application Form & Interview
4	Knowledge of frameworks – legal, ethical and professional – in which IWM operates	Application Form & Interview
5	An understanding of the application of digital image and documentation standards and technologies in a museum, archive or similar environment.	Application Form & Interview
6	Visually literate with the ability to analyse and interpret film material	Test
7	Experience of dealing with customer enquiries, with a working knowledge of using systems to input and manage customer data	Application Form & Interview
8	Demonstrable relevant experience of working in a client-focused, target-driven sales environment	Application Form & Interview
9	Excellent IT skills including a working knowledge of Microsoft Office and a demonstrable ability to adapt to new systems	Application Form & Interview
<b>Desirable Criteria</b>		
10	Knowledge of UK Copyright Law and the practical application of rights and clearing processes.	<i>Application form and interview</i>
11	An understanding of key issues affecting the care and management of moving image collections	<i>Application form and interview</i>
12	Demonstrable working knowledge and experience of film, video and digital technology, as well as the standard care of such materials	<i>Application form and interview</i>
13	Ability to read and speak a second language	<i>Application form and interview</i>
<b>Key competencies</b>		
14	<b>Continuous Improvement</b>	Interview
	Takes an active interest in IWM and we how can improve our service. Keeps up-to-date with changes and pro-actively solves problems.	
15	<b>Results Drive</b>	Interview
	Remains focused on priorities and does all that is necessary to deliver results. Adapts well to changing demands, overcomes obstacle and remains calm when under pressure.	
16	<b>Team working &amp; Collaboration</b>	Interview
	Demonstrates a team-orientated approach.	
	Freely shares information with colleagues and listens to other ideas and perspectives.	
	Supports others and helps to create a productive working environment.	
17	<b>Communication Skills</b>	Application Form & Interview
	Proven ability to communicate effectively and tactfully with external clients and internal colleagues, with the ability to promote and build awareness of IWM's archive.	

<b>18</b>	<b>Organised</b>	Application Form & Interview
	Ability to multi-task through effective planning with proven ability manage and meet deadlines, underpinned by excellent attention to detail.	
<b>19</b>	<b>Implementation of digital developments</b>	Application Form and interview
	Keep up to date with digital developments in their area of work.	

## **Additional Information**

### **Benefits**

The benefits listed below are discretionary and we reserve the right, with due notice, to vary or withdraw them at any time. All such benefits apply during the course of your employment in this post only.

- Our generous full-time equivalent annual leave allowance is 25 days per annum plus public holidays rising to 30 days after 5 years
- Access to our Pension Scheme arrangements including employer contributions.
- 20% discount in all IWM's on-site shops.
- A 25% discount in IWM's cafes.
- Free entry to all IWM Airshows at IWM Duxford.
- Free entry to a large number of other museums & galleries and their exhibitions which we have reciprocal arrangements with.
- Enhanced maternity and paternity benefits dependent on length of service.
- Access to Child care vouchers
- Access to our in-house training programmes and development
- Access to an interest free season ticket loan scheme after three months service.
- Access to a Ride 2 Work Scheme
- Access to our Employee Assistance Programme, and Career Development Advice.
- IWM staff also have access to The Charity for Civil Servants services and support.
- Eligibility to join the Civil Service Sports Club, securing additional discounts and benefits.
- Access to social events run by groups with IWM.

### **Selection**

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is thus essential that your application form gives a full but concise description of the nature, extent and level of the responsibilities you have held. The short listing criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed on your application form. Applications by CV only will not be accepted.

### **To Apply**

Apply online via our website [www.iwm.org.uk/corporate/jobs](http://www.iwm.org.uk/corporate/jobs)

Please note we do not accept only CV's, you will be required to fill in an online application form.

If you have any queries please contact us at [recruit@iwm.org.uk](mailto:recruit@iwm.org.uk)

**The closing date for receipt of applications is 9 am, Monday 30<sup>th</sup> March 2020.**

**Interviews will be held on Wednesday 8<sup>th</sup> April.** Please note that the interview date(s) has been specifically chosen according to the availability of the panel. You are advised to keep this date free if you are interested in this vacancy. We are unable to reschedule interviews.

***IWM is committed to a policy of Equal Opportunities.***